



**THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR  
PRESIDENT'S OFFICE- CONSTITUTION, LEGAL AFFAIRS, PUBLIC  
SERVICE AND GOOD GOVERNANCE**

## **JOB VACANCIES**

### **THE UNITED REPUBLIC OF TANZANIA BUILDING SUSTAINABLE ANTI-CORRUPTION ACTION PROGRAMME (ZANZIBAR COMPONENT)**

#### **1.0 BACKGROUND**

The Revolutionary Government of Zanzibar has signed an agreement with the Government of the United Kingdom of Great Britain and Northern Ireland to work together in fighting corruption and serious organised crime through the implementation of the Building Sustainable Anti-Corruption Action in Tanzania Programme (BSAAT). BSAAT is co-financed by the European Union (EU), through the UK. To deliver this programme, a Programme Delivery Team will be created by the President's Office- Constitution, Legal Affairs, Public Service and Good Governance (PO-CLAPSGG) to coordinate the implementation process involving multiple beneficiary institutions. The Team will be led by a Coordinator and staffed by two officers: a planning and Finance Officer and a Monitoring and Evaluation Officer.

The aims of the programme are aligned with the strategic objectives that are being implemented by the Zanzibar Anti-Corruption and Economic Crimes Authority (ZAECA) to combat corruption as well as the objectives of the Serious Organised Crime Project which the Revolutionary Government of Zanzibar is implementing in collaboration with the UNDP to fight against serious organised crime. Hence, among those objectives are:

- Fight against serious organised crimes in Zanzibar including, human and drug trafficking and money laundering
- Promote effective enforcement of anti-corruption measures.
- Build the capacity of watchdogs and oversight institutions.
- Promote effective political leadership in the fight against corruption.

#### **2.0 POSITIONS**

The Principal Secretary (PO-CLAPSGG) invites qualified Tanzanians to fill the under-mentioned three (3) vacant posts.

##### **2.1 JOB TITLE: PROGRAMME COORDINATOR**

He/She shall supervise and manage a team of two staff; Planning and Finance Officer and Monitoring and Evaluation Officer.

**REPORT TO:** The Principal Secretary (PO-CLAPSGG)

**DUTY STATION:** Zanzibar

**TERMS AND ENGAGEMENT:** 15 Months Contract with the possibility of extension.

### **JOB DESCRIPTION/DUTIES AND RESPONSIBILITIES**

- a) The Coordinator is expected to lead the delivery of the BSAAT programme in cooperation with the Chair of the Steering Committee, beneficiary institutions and the donor parties (FCDO and the EU). The main focus of this role will be to drive forward delivery within the beneficiary institutions and ensure information flows smoothly to allow proper decision-making by all stakeholders.
- b) The Coordinator will be accountable for ensuring that beneficiary institutions develop coordinated and appropriate activity plans to deliver the strategic objectives of the programme. To do this he/she will consult widely with the institutions, donors and other technical experts to make sure activities are grounded in a strong theory of change.
- c) He/she will make financial recommendations regarding the allocation of funds and will approve activity-level budgets, subject to final approval by the Steering Committee and FCDO in accordance with the Memorandum of Understanding. He/she will maintain an Operational Management Manual (OMM) to guide all project operational and financial processes, signed off by the Steering Committee.
- d) The Coordinator also will provide high-quality reports to the Steering Committee and to FCDO covering the status of implementation, project finances and monitoring and evaluation. He/she will be the focal point for dialogue between the Revolutionary Government of Zanzibar, FCDO and any other programme donors. He/she will be responsible for the probity of all financial processes and reporting.

### **QUALIFICATIONS AND EXPERIENCE**

- 1) The successful applicant is expected to be a serving (or recently retired) public servant at the Director grade or above, or the equivalent.
- 2) This position demands a wide range of management and leadership skills and the successful applicant will be expected to have an MA/MSc or equivalent degree plus at least 8 years of experience. The candidate will demonstrate experience in the following competencies:
  - Programme and project management
  - Financial management
  - Leadership and motivation of staff
  - Change management and cross-government coordination

- 3) Experience working with international organisations and/or international donors is desirable and the successful applicant will have excellent command of written and spoken English as well as Kiswahili.

## **TERMS AND CONDITIONS**

- a) The Programme Delivery Team will be run according to procedures described in the Operational Management Manual, guided by existing government standard operating procedures.
- b) The salary and additional allowance are negotiable. The incumbent is responsible for settling his or her personal tax affairs.

## **2.2 PLANNING AND FINANCE OFFICER**

**JOB TITLE:** Programme Planning and Finance Officer

**REPORTS TO:** Programme Coordinator

**DUTY STATION:** Zanzibar

**TERMS AND ENGAGEMENT:** 15 Months Contract with the possibility of extension

### **JOB DESCRIPTION/DUTIES AND RESPONSIBILITIES**

- a) The Planning and Finance Officer is expected to work with programme beneficiaries to prepare agreed budgets, account for expenditure through government systems, and liaise with the Office of the Controller and Auditor General- Zanzibar to ensure timely and effective discharge of audits.
- b) He/she will be accountable for the technical preparation of budgets and financial reports that are fully compliant with Government and Donor (FCDO) requirements. The main focus of this role will be to ensure beneficiary plans represent value for money are compliant with financial rules and good practice and are properly accounted for.

### **QUALIFICATIONS AND EXPERIENCE**

- 1) The successful applicant is expected to be a serving government employee with an MA/MSc degree and at least 5 years of relevant experience. The position demands a strong set of planning and financial skills, and the successful applicant will demonstrate experience in the following competencies:

- Financial management including budgeting, forecasting, etc
- Resource-based accounting and IFMIS
- Value for money through budgeting, procurement and delivery
- Audit and assurance
- Project and programme management

- 2) Experience working with international organizations and/or international donors is desirable, and the successful applicant will have excellent command of written and spoken English as well as Kiswahili.

## **TERMS AND CONDITIONS**

- a) The Programme operations shall be run according to procedures described in the Operational Management Manual, guided by existing government standard operating procedures.
- b) The salary and additional allowance are negotiable. The incumbent is responsible for settling his or her personal tax affairs.

## **2.3 MONITORING AND EVALUATION OFFICER**

**JOB TITLE:** Programme Monitoring and Evaluation Officer

**REPORT TO:** Programme Coordinator

**DUTY STATION:** Zanzibar

**TERMS AND ENGAGEMENT:** 15 Months Contract with the possibility of extension

### **JOB DESCRIPTION/ DUTIES AND RESPONSIBILITIES**

- c) The Monitoring and Evaluation (M&E) Officer is expected to work with programme beneficiaries to prepare appropriate M&E plans for all activities under the programme, and for the programme as a whole.
- d) He/she will be responsible for technical preparation of baselines, pre- and post-activity assessments, log-frames and associated data to inform the theory of change.
- e) He/she will be expected to pro-actively seek beneficiary feedback including directly from outside of the government where necessary.
- f) He/she will also work closely with M&E departments and officers in the beneficiary institutions, and make recommendations for enhancing their capacity through the programme.
- g) He/she will prepare information into an agreed format for regular performance reporting to both the President's Office (PO-CLAPSGG) and Donor parties (FCDO).

### **QUALIFICATIONS AND EXPERIENCE**

- 1) The successful applicant is expected to be a serving government employee with an MA/MSc degree and at least 5 years of relevant experience.
- 2) The position demands a strong set of monitoring and evaluation skills
- 3) The successful applicant will demonstrate experience in the following competencies:

- Survey design, data collection, and data analysis
  - Formal evaluation
  - Key Performance Indicator and results matrix design
  - Team-building and capacity-building
- 4) Experience working with international organisations and/or international donors is desirable, and the successful applicant will have excellent command of written and spoken English as well as Kiswahili.

### **TERMS AND CONDITIONS**

- a) The programme operations shall be run according to procedures described in the Operational Management Manual, guided by existing government standard operating procedures.
- b) The salary and additional allowance are negotiable. The incumbent is responsible for settling his or her personal tax affairs.

### **3. GENERAL CONDITIONS**

- i. Applicants must attach an up-to-date Curriculum Vitae (CV) with one recent passport-size photo, certified copies of academic certificates, transcripts, birth certificate and NIDA ID Card.
- ii. Only short-listed candidates will be informed of a date for interview.

**All interested Candidates are required to send their applications to this email address [ajira@utumishismz.go.tz](mailto:ajira@utumishismz.go.tz)**

**[For further information, please contact the Director of Planning, Policy and Research on 0777536255.](#)**

**Deadline for application: 11 December, 2023**